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What's Revised?

Policy

- [CPP-VIII-D-4-100](#), **International Social Services**: this issuance, previously located in the Out-of-Home Placement section of the Policy Manual, has been moved to the Interstate section within the Special Interest Topics volume of the Policy Manual. This revised issuance explains how CP&P works with families who have international connections to improve permanency options for children in care. This policy explains the roles of the International Social Service Case Manager, the DCF International Liaison, and the worker. This policy lists services and resources to support familial connections outside of the United States.
- [CPP-IX-F-1-600](#), **Petty Cash Fund**: this issuance has been revised to update the meal allowance amounts. Additionally, the petty cash form reconciliation template, previously located at the end of the policy, has been moved to a new tab within [CP&P Form 16-81](#), "Petty Cash Replenishment Request Memo." Lastly, the policy has been updated to reflect the current Department policy format.

Forms

- The following "Kinship Placement" forms have been translated into Spanish to match the English versions:
 - [CP&P Form 4-8](#), **Kinship Legal Guardianship (KLG) Subsidy Agreement**
 - [CP&P Form 4-18](#), **Fact Sheet – Differences Between Adoption and KLG, Acknowledgement Receipt**
 - [CP&P Form 5-52](#), **Relative/Family Friend Resource Assessment Letter**
 - [CP&P Form 5-58](#), **Thirty-Day Notification to Relative of Child's Placement Out of Home**

What's Obsolete?

Forms

- CP&P Form 15-12, **ISS USA Case Closure**: terminating involvement with ISS-USA no longer requires the use of CPP Form 15-12. The Worker shall now notify the DCF International Liaison and ISS-USA Case Manager via email.

Click [here](#) to view *Policy Updates*

If you have any questions, please contact the Office of Policy and Regulatory Development at policy@dcf.nj.gov or 609-888-7030.

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The New Jersey Department of Children and Families has temporarily converted our Policy Manual search engine to utilize Google search. Users can search exclusively within the DCF Policy Manual by either typing in a keyword, policy or form title, or policy or form citation by selecting “Search DCF Policies” found throughout the Policy Manual in the Related Links shortcut box. Your search results will appear in a new Google search window. For any questions accessing Department Policies or Forms, please contact policy@dcf.nj.gov for assistance.